

## Request for Reserve Orders Goes Online

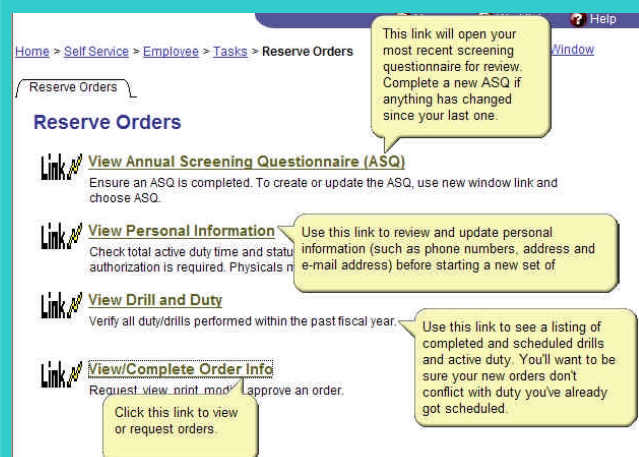
Beginning in October 2004, reservists will be able to submit requests for reserve orders electronically using PeopleSoft. The system is accessible from any Internet connected computer (Coast Guard Standard Workstation, your home PC, library, etc.). The electronic request eliminates the need to submit the CG-3453 form, the ROARS processing, and combines the request, the routing and approval process, the orders and several behind-the-scenes payroll transactions into a single event. See <http://www.uscg.mil/hq/psc/ps/> for more information.

Access the Reserve Orders page using this menu path:

Self Service > Employee > Tasks > **Reserve Orders**



The reserve orders home page will display.



View and update information in items 1 through 3 as applicable. Click the [View/Complete Order Info](#) link (item 4) to begin the request for reserve orders

Click on **View/Complete Order Info** (above)

Then, click on **Add a New Value** when the page below displays.



**Note:** The Search button can be used to bring up and resume work on a request that has already been started or to view and print other requests or orders.

### Self Service Reserve Orders

#### Add a New Value

EmplID:   
Empl Rcd Nbr:   
Sequence:   
   
Click the Add button to continue.

The orders request page has two tabbed sections.

**Reserve Specific Info** **Reserve Orders**

The **Reserve Specific Info** tab is displayed first.

Reserve Specific Info

Type Of Duty:   
Payment for Duty:   
Payment for Travel:    
Days of ADT-AT requirement satisfied by these orders:   
Dept. benefiting from this duty:

**Type of Duty.** Click the drop-down menu and select the duty type (e. g. Active Duty for Training-AT).

**Payment for Duty.** Click the drop-down menu and select payment option (consecutive duty w/pay or non-pay).

**Payment for Travel.** Click the drop-down menu and select single, or multiple travel claims, or no travel pay if all duty is to be performed locally. Multiple travel claims would be used if you intend to submit a travel claim monthly for for some long-term orders (over 30 days)

**Dep. benefiting from this duty.** Enter the department ID number of the unit who most benefits from the duty. This field will be pre-filled with your current unit's ID. There's no need to change it if you're performing the duty at the same unit you drill at. See the Search Tips section of the online help (<http://www.uscg.mil/hq/psc/ps/>) for help in using the search function to locate the unit's department ID number.

## CUSTOMER SUPPORT

Customer Care: 866-PSC-USCG (772-8724)

Email: [www.uscg.mil/hq/psc/ccb/](http://www.uscg.mil/hq/psc/ccb/)

On-line Help/Tutorials: <http://www.uscg.mil/hq/psc/>

Click the Reserve Orders tab to continue.

Reserve Specific Info   Reserve Orders

Home > Self Service > Employee > Tasks > Self Service Reserve Orders   New Window

Reserve Specific Info   Reserve Orders

EmpID:   Dept: 000450 CG HRSIC  
Job Code: 437094 TC2  
Location: KS0001 CG HRSIC  
Position: 00050549 RESERVE

Basic Information

Purpose:   Duty Payment:   Consec:   Travel Payment:   One Claim

Start (Depart) Date:   End (Return) Date:   Authorizing Official (Name, Rate/Rank):

\*Order Status:   Type of Duty: Active Duty for Training-AT   Authorized for These Orders?   Contingency Operation

Departing Location

Department: 000450 CG H

Duty

Select the Duty Purpose from the drop-down menu.

Enter order's start and end dates (include travel time if necessary).

Basic Information

Purpose: Command, Control & Comms   Duty Payment:   Consec:

Start (Depart) Date:   End (Return) Date:

Authority (REF): CG HRSIC   Authorizing Official (Name, Rate/Rank):

\*Order Status: Proposed   Type of Duty:   Authorized for These Orders?   Contingency Operation

Departing Location

Department: 000450 CG H

Duty

Click the calendar icon to lookup and select dates.

Authority (REF): CG HRSIC   Authorizing Official (Name, Rate/Rank):

\*Order Status: Proposed   Type of Duty:   Authorized for These Orders?   Contingency Operation

Govt Credit Card Holder   Is Travel Authorized for These Orders?   Contingency Operation

Check this block to request travel pay for these orders.

Duty

Location   Per Diem

Report Date   Depart Date   Department

08/11/2003   08/29/2003   000450

Click the Per Diem tab to access more travel entitlements

The Per Diem page is used to indicate whether or not government quarters or messing will be available and to request a rental car or local transportation.

This page will be completed by the PERSRU or ISC (fot/pf) in many cases.

Per Diem

Current Messing Entitlement:   Amount, If Any, \$:   Contracted

Quarters:   Government   Commercial   Amount, If Any, \$:   Contracted

Messing:   Commercial Rate (Full Locality Per Diem)   Lodging Rate

Commercial Rate (Military Only)   Standard   Up to 150% (Actual)   Up to 300% (Super Actual)

Mess Is Directed for ALL three meals   Proportional Rate   Reduced Per Diem Amt of \$:   IAW COMDT LTR of

Reduced Rate (Civilian Only) CIV Reduced Per Diem Amt:   No Per Diem Authorized (Civilians Only)

Lodging Rate:   Per Diem M&E Rate:   CONUS PER DIEM   OCONUS PER DIEM

Travel at Duty Site

Rental Car   Upgrade Authorization   Upgrade to:   Local Travel (includes taxi, bus, metro & other public trans)

Click the OK button to return to the orders page. Select your mode of travel...

Primary Mode of Travel

Commercial Carrier (own expense subject to reimbursement)   Gov't Transportation Account (GTA)   Gov't Owned Conveyance   Privately Owned Conveyance (POC)   Gov't Advantageous   Not to exceed cost of GTR \$

...and mode of transportation.

Primary Mode of Transportation

Air   Bus   Car   Motorcycle   Train   Vessel

You may also request other authorized expenses.

Other Authorized Expenses

\*Authorized   Expense

Click the lookup icon (magnifying glass) to select from a list of common travel expenses.

Lookup Authorized

Misc Expense Code:   Description:   Lookup   Clear   Cancel

Search Results

First 1-44 of 44

Misc Expense Code	Description
A1	AIRFARE
A2	AIRFARE SERVICE FEE
A3	AIRPORT DEPARTURE TAX
A4	ATM ADVANCE EXPENSE
A5	AUTO MILEAGE
A6	PERSONAL PHONE CALLS
B1	BAGGAGE CHARGE GOVERNMENT

Click the Add button and repeat the lookup process to add more authorized expenses

\*Authorized   Expense   Proposed Amount   Add

P1   PARKING

Click the **Route For Approval** button

Approval Status: Pending

Forward To:

Approval Path:

Comments:

**OK** **Cancel**

Enter your supervisor's employee ID number in the "Forward To" block. You can use the lookup icon (magnifying glass) to search for the employee ID number if necessary.

**Lookup Forward To**

Approver EmplID:

Name:

Role Name:

Department:

**Lookup** **Clear** **Cancel**

Enter all or part of your supervisor's name (e. g. Smith, John), and the department ID number, if known, then click the lookup button.

Select the person you want to send the request to.

**Search Results**

[View All](#)

Approver EmplID	Name	Role Name	Sho
1	Smith, John A.	CGSSMBR	
1	Smith, John A.	CGSSMBR	
1	Smith, John A.	CGSSMBR	
1	Smith, John D.	CGSSMBR	

Click the OK button to route the request.

Forward To:

Approval Path:

Comments:

**OK** **Cancel**

Click the **Save** button to save your request.

### Supervisor Approval Process

If the reservist requested the orders using self-service, you'll receive and email like the one below. Click the link in the email message to access the request.

From... PSOFT@psc.uscg.mil

To... supervisor@unit.uscg.mil

Cc...

Subject: Order Approval Request

LastName, FirstName M., Emplid 1234576 has submitted an order request for 2003-08-11 through 2003-08-29. Click the link below to review/approve these orders or go to the Reserve Orders application in PeopleSoft. Search for the above emplid, with a Sequence Number of 156699.

[https://address.of.system/servlets/iclientervlet/USCGHRT3/?ICType=Panel&menu=ROLE\\_MANAGER&market=GBL&panelGroupName=CG\\_RSV\\_ORDERS&EMPLID=1234567&EMPL\\_RCD=0&CG\\_TRANS\\_ID=156699](https://address.of.system/servlets/iclientervlet/USCGHRT3/?ICType=Panel&menu=ROLE_MANAGER&market=GBL&panelGroupName=CG_RSV_ORDERS&EMPLID=1234567&EMPL_RCD=0&CG_TRANS_ID=156699)

The request will also appear on your worklist

[PeopleTools > Worklist > Use > Worklist](#) [New Window](#)

From	Date From	Work Item	Link	Mark Worked
Reserve Member	07/21/2003	Orders Reserve	<a href="#">1566741.0.156674.P.0</a>	<input checked="" type="checkbox"/>

The following menu path can also be used to access requests.  
Self-Service > Manager > Tasks > **Reserve Orders**

1. Verify information in all four links of the Reserve Orders Home Page is correct.
2. Verify/Complete the first two tabs of Orders, "**Reserve Specific Info**" and "**Reserve Orders**"
3. If ADSW-AC orders, enter accounting.
4. On tab "**Reserve Order**", click **Route For Approval** button & put ISC contact in "Forward To" field. Add comments if desired.
5. Press Save. An email will be sent to ISC contact.

**Email Printable Order**

Email an Adobe Acrobat (.pdf) copy of the Reserve Order. It will read "Not Ready for Execution" until the ISC authorizes the Reserve Order

## Limitations

- ISC(pf) approves all Reserve Orders, including ADSW-AC orders that have AFC-30 accounting.
- Accounting is generated by the system and cannot be changed. To preserve the integrity and uniqueness of the system-generated TONOs and accounting lines, fields and values that affect accounting are no longer accessible to users once an order is authorized and accounting is generated.